



ARIZONA DEPARTMENT OF REAL ESTATE

APPLICATION FOR LICENSE RENEWAL

A.R.S. § 32-2130, A.A.C.R4-28-301 (a) and A.A.C R4-28-303 (a) & (b)

FORM LI-243W

DO NOT SUBMIT THIS FORM VIA FAX! **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.**

HAVE YOU MADE ANY CHANGES? Please provide the information requested at the bottom of this form. If you are changing employers, also submit form LI-202 and include the applicable fee(s). To change your personal name, submit form LI-235, proof of legal name change and \$10.00. Change your residential address online at www.re.state.az.us without charge, or submit form LI-235 and \$10.00. These forms can be filed by mail or delivered but **CANNOT BE FILED VIA FAX OR EMAIL**. Department forms may be downloaded from our website: www.re.state.az.us or by mail by calling the Department during business hours.

Real Estate Continuing Education: Certificates for 24 credit hours of ADRE-approved continuing education classes must be presented when applying in person. Attach copies of certificates to this application if mailing. A minimum of three (3) hours in each of the following categories is required:

Agency Law

Commissioner's Standards

Disclosure

Contract Law

Fair Housing

Real Estate Legal Issues

The remaining hours may be obtained in any of the mandatory topics or in the general real estate or business brokerage categories.

Active status designated brokers (including self-employed brokers), must attach a copy of a CE certificate for the 3-hour Broker Management Clinic taken within the preceding 23 months. No CE hours are required to renew an ENTITY LICENSE or to renew a CEMETERY or MEMBERSHIP CAMPING salesperson or broker license.

ANSWER THE QUESTIONS Download and attach the Questionnaire, Form LI-244, which is part of this renewal application. If you answer "yes" to any questions on LI-244 and have not already done so on a previous application, you must also obtain and provide the documentation identified in Document Checklist, form LI-400, in order to complete your application.

LICENSE FEES: Attach a check or a money order. You may pay with cash if filing in person, but do not mail cash.

TIMELY RENEWAL: Salesperson's license, \$60.00. Broker's license, \$125.00.

Entity renewal, main office-NO FEE (\$50.00 per each branch office.)

LATE RENEWAL: Salesperson's license, an additional \$10 per month after expiration date, not to exceed \$60.

Broker's license, an additional \$20 per month after expiration date, not to exceed \$120.

IF YOUR LICENSE HAS EXPIRED, you are no longer licensed to conduct business. To become licensed again within one year of license expiration, complete this form, the Questionnaire (LI-244), an Unlawful License Activity Statement (form LI-555), and file with the Department. If you did not continue working after your license expired, you may include a change form (LI-202), signed by your broker and \$20.00 hire/sever fee. If you did continue working while not licensed on active-status, the Department will not accept a hire form and fee until and unless the unlawful license activity has been resolved and your renewal application approved. If your license expired more than one year ago, you must apply again as if applying for an original license. See A.R.S. § 32-2131.

SIGN THIS RENEWAL APPLICATION at the bottom of the Questionnaire. If your license is active-status, your broker must also sign at the bottom. If signed by a broker designee, a copy of the broker's authorization must be attached to this form.

PLEASE PRINT:

Legal Name _____

License No. _____ Exp.Date (mo/year) _____

Employer Name _____

Employer's DBA Name _____

Address _____

City, State, Zip _____

Business Phone _____ Fax _____

Email Address _____

FOR DEPARTMENT USE ONLY

Eff. Date _____ Exp. Date _____

Date Entered _____ By _____

Mgmt Clinic _____ CE _____

No. of Branches _____ ACC _____

TF 1 ☐

TF 2 ☐

X

Designated Broker (Sole proprietor's) Signature

Persons with disabilities who need this document in an alternate format should contact Business Services at 602.468.1414, ext. 160, or IADA@re.state.az.us, to make their needs known.